OSP-0592-72
2 NOV 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Report on the Non-Standard Workweek - Office
of Special Projects

REFERENCE : 1) Memo for DDS from D/Personnel, dated 9
May 1972; Subject - Non-Standard Workweek
2) Memo for ExDir-Comptroller from D/Per-
sonnel, dated 21 December 1971; Subject - Non-
Standard Work Schedules

The approved non-standard workweek has been in effect at the

25X1A ▆▆▆▆▆▆▆▆▆▆▆▆▆ since 1 June 1972. During this period, there

have been two operational phases of the ▆▆▆ Program. The benefits   25X1A

from adopting the non-standard workweek have been a modest savings

in overtime pay and improved employee morale. The employees indi-

cate that by being on the same schedule as the contractor personnel,

they feel they are making a better contribution to the overall success

of the operation. To date there have been no health problems associated

with the approved change.

25X1A

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HAROLD L. BROWNMAN
Director of Special Projects

PERS 72-84

DDI-2248-72

10 October 1972

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH: Deputy Director for Intelligence

SUBJECT: Non-Standard Work Schedule Quarterly
Report, July-September 1972

REFERENCE: D/Pers. memo to ExDir, 21 Dec 72,
Same Subject

    1.   This is the second quarterly report on the
three-day week worked by the CRS computer operators.
This report is submitted as required by your approval,
dated 4 Jan 1972, of this work schedule.

    2.   The three-day week is a success from the
point of view of the office. Overtime for computer
operators has been eliminated. Overtime cost was
$9,178.54 in the three-month period (Jan-Mar 1972)
preceding the three-day experiment. The benefits of
fewer shift changes (14/week vice 21/week) are
discernible if intangible. Sick leave utilized
per operator has dropped. (See Attachment.)

    3.   All operators were individually interviewed
in the last week of September, with these findings:

- With one exception, the operators like the
  3-4 day week and wish to see it continue.

- Six of the 14 still feel the 12-hour day
  is tiring. Most of them feel that it is
  the fourth day that accounts for it.

- All are taking advantage of their days off
  by taking leave during those periods and
  extending their periods of leisure time.

SUBJECT: Non-Standard Work Schedule Quarterly Report, July-September 1972

- All continue to wish for more Sundays off to spend with their families. The schedule has been modified to allow that and we plan to implement the change on 15 October. We will limit the Sunday <u>day</u> shift to two (of four) with the remaining two men working their one eight-hour day on either Wednesdays or Thursdays along with the regular shift for those days. The men now work eight Sunday <u>days</u> in a 24-week cycle. This change will give them four more Sunday days off--and reduce the Sunday premium pay.

   4. I will submit a third report covering October-December 1972 quarter.

STATINTL

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H. C. EISENBEISS
Director, Central Reference Service

Attachment: a/s

ATTACHMENT

LEAVE FIGURES FOR COMPUTER OPERATORS

Period	Annual	Sick	Remarks
Jan-Mar 1972	210	203	Prior to 3-4 day week, 12 operators.
Apr-Jun 1972	270	87	12 in April; 13 in May; 14 in June.
Jul-Sep 1972	838	182	16 in July; 14 in August and September.

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